



The Parish Office

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MINUTES OF THE PARISH COUNCIL MEETING

Thursday 8th February 2024, 7.00pm - Held at Asfordby Parish Office

PRESENT: Members: Cllrs; R De Burle, P Lamb, J Whitehead, K De Burle.

In Attendance: Administration Manager: Helen Callaghan

Guests: Five members of the public.

08.02.24/1. To receive apologies for absence.

None

08.02.24/2. Members Disclosure of Interests.

None

08.02.24/3. To approve and sign the minutes of previous meeting.

Resolved: The Minutes of the Parish Council Meeting held on 22.12.2023 were approved by all and signed as an accurate record of the meeting.

08.02.24/4. Questions received from Parishioners in writing.

A Request has been received for a Bus stop on Loughborough road.

Members discussed and agreed to look into the bus service to find out if it is due to continue on the route, and to obtain quotes and look into planning permission.

08.02.24/5. Public Forum.

A parishioner asked why the public forum had not been on the agenda of the last meeting.

The Chair replied that the agenda had a large amount to be covered and to ensure all matters would be discussed provision for public observations was included, but later in the agenda item no 14.

08.02.24/6. Chairman's report.

The Chairman reported the council had been very busy with the many parish projects currently in progress.

08.02.24/7. Melton Borough Council Open Spaces Strategy & Action Plan.

Resolved: Each councillor will fill in and return the MBC Open Spaces Strategy & Action Plan.

Handwritten signature in blue ink.

08.02.24/8. Fire Safety Inspection.

Resolved:

- Members adopted the Parish fire safety report.
- Approved the expenditure to bring the emergency lighting to the legal requirements.
- Approved the expenditure to obtain an Electrical Installation Condition Report (EICR).
- Authorised the expenditure of £165.00 + vat for Fire Awareness training & Fire warden training for three members of staff.

08.02.24/9. Parish Council Website.

The Chair reported that the Council had received sudden unexpected notice 2 Commune, the Council's website provider will cease to trade on 31st March 2024.

The options are to move to Cuttlefish, the parent company of 2 Commune, or to move to a new website provider, Market-u, whom the council had been in communication with.

Resolved: Members discussed the options available and approved to move to Market-u, providing after further communication with them the website provisions met the council requirements, and they would be able to meet the deadline of our current contract expiry date.

08.02.24/10. Cemetery legal issue.

Resolved:

- Members authorised the payment of £1200.00 in full and final settlement of the matter.
- Authorised the expenditure of £570.00 + vat for three employees to undertake Exclusive Rights of Burial training with the Institute of Cemetery & Cremation Management.
- Approved to subscribe to annual membership of the Institute of Cemetery & Cremation Management at a cost of £100.00 for 2024/2025.

08.02.24/11. Cemetery Extension Progress Report.

The Chair gave an update on the cemetery extension, and members discussed the best way to move forward now the project was progressing. The Chair proposed forming a working party, and to bring in members of the community to participate in the process.

Resolved: Members approved, and formed a cemetery extension working party consisting of all Councillors. The Administration Manager to advertise for members of the community to apply to join the working party.

08.02.24/12. Grounds Maintenance Contract 2024.25.

The Chair reported on the issues the Council had experienced in the last twelve months, the complaints the Council has received, and the difficulties in meeting with the current contractor. The Chair said the Council has a duty to maintain the parks and open spaces.

Members discussed options available.

Resolved: Members agreed to write to the current contractor and to contact other providers to discuss the Parish requirements and the costs involved.

08.02.24/13. Financial Matters.

- a. To approve list of payments made:

December 2023 list of payments no 09 value £12,330.75

January 2024 list of payments no 10 value £13,155.85

Resolved: To approve December 2023 & January 2024 expenditure.

b. Members noted December 2023 & January 2024 payments received.

08.02.24/14. Administration Matters.

a. Members discussed the proposal to grant delegated authority to Cllr J Whitehead to manage the internet banking on behalf of the council.

Resolved: Council approved and delegated Cllr J Whitehead authority to manage the council's internet banking.

08.02.24/15. Facilities Charging Update.

Members noted the change of wording.

08.02.24/16. To Receive any submission from the public on important matters not included in the agenda.

A parishioner said what a good job had been done with the hedge on Hoby and Loughborough Road.

The chair thanked the parishioner for their comments.

A parishioner asked if anything could be done about the debris in the ditches on Station Lane, to help prevent future flooding.

The chair said this section of Station Lane was not in the parish boundary, but was Leicestershire County Council's responsibility, and suggested that they and the administration manager contacted LCC.

A parishioner asked if the website could show hall hire booking availability and offer the facility to book through it.

The administration manager replied that our booking data base didn't allow this, but would discuss with the website provider if an email link could be added in.

08.02.24/17. The meeting moved to confidential session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in view of the nature of the business to be transacted.

Meeting closed at 09.25pm.

Date of Next Meeting: To be confirmed

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